

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 22
FEBRUARY 2, 2011 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, February 2, 2011, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Bill Oakes, Director, Jack Taylor, Joantha Guthrie, Steve Marx, Connie Bowers, Dave Bonvouloir, Jack Taylor

Others Present: Elaine Marlow, Budget Director, Melanie Bacon, Mike Simmons, Dennis Hunter, Rufus Rose, Jeff Lauderdale

Record Part 1 @00:10

Public Works

Subject: Freeland Trail – Public Works Project Initiation

Attachment: PWP: WO No. 48

Proposed Action: Public Works Project; Freeland Trail Segment No. 1.

Follow Up: Okay to move resolution forward to Monday's agenda.

Subject: Freeland Trail Local Agency Agreement

Attachment: Local Agency Agreement

Proposed Action: Local Agency Agreement – Washington State Department of Transportation; Proposed construction of 10-foot wide non-motorized trail adjacent to SR 525, between Bush Point Road and Fish Road/Main Street near Freeland; Federal Funds \$158,700.00.

Local Agency Federal Aid Prospectus – Washington State Department of Transportation; Proposed construction of 10-foot wide non-motorized trail adjacent to SR 525, between Bush Point Road and Fish Road/Main Street near Freeland.

Follow Up: Okay with Board to move forward to Monday's agenda.

DEM

Subject: Amendment D to Interlocal Contract for Emergency Management Support with Island County Fire Protection District No. 1

Attachment: Amendment D with Interlocal Agreements: C,B,A & HLS Contract, etc.

Proposed Action: Amendment D extends the performance period through October 31, 2011 and reallocates State Homeland Security Program (SHSP) grant E10-206 funding to Island County Fire Protection District #1.

Follow Up: Okay with Board to proceed with Amendment D.

Solid Waste

Subject: MOU between Island County & Local 1845-I

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Attachment: MOU

Proposed Action: Authorization to reimburse non-represented employees the cost of renewing the CDL endorsement that is required for the performance of their job assignments. Currently represented employees who possess a Class A CDL are reimbursed up to \$100.00 per year.

Follow Up: Board supported extending the current agreement to non-represented employees.

Roads

Subject: Supplemental Agreement No. 3 – On-Call Environmental Services: Anchor QEA, LLC; PW-062053

Attachment: Supplemental Agreement No. 3

Proposed Action: Supplemental Agreement No. 3 – Anchor QEA, LLC; Completion date revised to February 28, 2011; Total Amount Authorized revised to \$412,195.58; Maximum Amount Payable revised to \$412,195.58; for completion of work on Frostad Road Improvement Project; CRP 96-06.

Follow up: Okay with Board to move forward to Monday's agenda.

Subject: Frostad Road Improvement Project: Whidbey Island CRP 96-06; WO No. 209 Contract Provisions

Attachment: Contract Provisions Cover Sheet

Proposed Action: Frostad Road Improvement Project; CRP 96-06; WO 209; Call for Bids

Follow up: Okay with Board to move forward to Monday's agenda.

Subject: Standard Consultant Agreement: Reichhardt & Ebe Engineering, Inc.

Attachment: Standard Consultant Agreement: PW-1120006

Proposed Action: Reichhardt & Ebe Engineering, Inc.; On Call Consultant Contract for General Civil Engineering, Transportation, Hydraulics; Maximum Amount Payable \$300,000.00

Follow up: Okay with Board to move forward to Monday's agenda.

Subject: Discuss Bid Award for 2011-2013 Aggregate

Attachment: Bid Comparison & Bid Award Recommendation

Proposed Action: Bid Award Recommendation – Crushed Rock Supplies, without Haul Costs, for 2011, 2012, 2013; Award to Ed's Construction; Granite Construction; Green Crow Rock Products; Concrete Nor'West

Bid Award Recommendation – Crushed Rock Supplies, with Haul Costs for 2011, 2012, 2013; Award to Ed's Construction, Granite Construction; Green Crow Rock Products; Concrete Nor'West

Follow up: Okay to move forward to Monday's agenda.

Subject: County Road Safety Program Grant

Attachment: Memorandum

Information: Island County has been awarded a County Road Safety Program Grant in the amount of \$1,533,000.00 specifically to address run-off-road and intersection-related crashes as part of the Federal Highway Systems Highway Safety Improvement Program and High Risk Rural Roads Program.

Subject: Call for Bids: 2011 Self Propelled Track Asphalt Paver

Attachment: General Provision Specifications & Bid Proposal

Proposed Action: Call for Bids; Self-Propelled Track Asphalt Paver with trade-in of 1990 Cedarapids Asphalt Paver Model #CR461 (Trade-in also available for separate sale)

Follow up: Okay to move forward to Monday's agenda.

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Parks

Subject: 2011 Capital Improvement Project – Dave Mackie Park Ball Field Rehabilitation

Attachment: Memorandum

Proposed Action: Parks is requesting \$7,200.00 from REET funds to purchase 60 yards of ball field mix, topsoil, lumber and paint to prepared the field and stands for the 2011 baseball season. The Maxwellton Community Club and the Whidbey Baseball Club have volunteered to help rehabilitate the field and stands.

Follow up: Okay with Board.

General Services Administration

Summary Minutes

Work Session was held between the County Commissioners and General Services Administration on Wednesday, February 2, 2011, at 10:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Betty Kemp, Director, Bruce Rohm, Don Mason

Others Present: Elaine Marlow, Budget Director, Anne LaCour, Dan Ollis, Sandey Brandon, Gary Kay, Lynda Knapp, Marilyn Gabelein, Ken Schillinger, Bill Strowbridge, Rufus Rose, Jeff Lauderdale,

Record Part 1 @01:04

Subject: Voucher approval

Attachment: yes

Proposed Action: The Commissioners unanimously approved Island County Fair vouchers in the amount of \$5,107.22.

Subject: A presentation by Dan Ollis, Island County Fair Association, Vice-Chair

Attachment: handout of 3 ring binder

Proposed Action: Dan Ollis provided the Board with some background information and proceeded with a progress report that included the following:

- Overlay zone and land use
- State Auditor involvement
- County and State funding
- Self-funding and expenditures
- Grant and improvement projects
- 2011 Maintenance Assessment
- Fairgrounds future

Subject: Island County Fairgrounds Use and Occupancy Agreement

Attachment: none

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Proposed Action: Dan will present the revised draft of the Island County Fairgrounds Use and Occupancy Agreement between Island County and the Island County Fair Board to the Fair Board for review at their meeting on February 14, 2011.

Follow up: Dan Ollis will report back to Betty Kemp.

Subject: Draft letter to Public Defense Contractor

Attachment: Memo dated 1/31/11 from Betty Kemp to BOCC

Proposed Action: 2010 District Court cases assigned to the Public Defense contractor dropped to a level allowing the reduction in District Court Defense attorneys provided under the contract.

Follow Up: The Board approved sending the contractor notice that the County will cease paying for the 2nd District Court Attorney effective February 22, 2011.

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, February 2, 2011, at 11:20 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Bob Pederson, Director, Anthony Boscolo, Andreana Richardson

Others Present: Elaine Marlow, Budget Director, Rufus Rose, Bill Strowbridge, Marianne Edain, Steve Erickson, Jeff Lauderdale, Ryan Goodman, City of Langley, Jessie Stensland "Whidbey News Times"

Record Part 1 @ 02:20

Subject: City of Langley -Project Assistance – The Preliminary Plat of Langley Passage

Attachments: Ltr dated 1/31/11 from Challis Stringer, Public Works Director, City of Langley, to Bob Pederson

Proposed Action: Letter from the City of Langley requesting professional land use and critical area assistance from the County for the review of the Preliminary Plat of Langley Passage. The request is made to set aside any appearance of fairness or conflict of interest claims that could be made by parties of interest should the City staff conduct the evaluation.

Mr. Pederson indicated that he would provide a memo to Ms. Stringer noting that he would be agreeable to provide her assistance, but any decision would have to be the City of Langley's and they would need to designate the SEPA Responsible Office for that action.

Follow up: Okay with Board.

Subject: City of Langley Urban Growth Area (UGA)

Attachments: Ltr received via email dated 1/30/11 from Larry Kwarsick, to Bob Pederson

Proposed Action: The City of Langley is requesting Island County set the review of the Langley UGA as a priority item in the 2011 Annual Review Docket. It is the City's opinion that the boundary of the currently designated UGA exceeds the area necessary to accommodate further development within the planning period and that current population allocations and UGA boundaries are out of character and context with Langley's future vision.

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Mr. Pederson noted that the GMA requires counties and cities to periodically review and, if needed, revise their comprehensive plans and development regulations. The Island County Comprehensive Plan update is scheduled to be completed at the end of 2012. He suggested deferring the City's request to the next comp plan review update and in the meantime look to see if there are any amendments to the Interlocal Agreement with the City of Langley that could be done, absent the full GMA process, that would help deal with development activity that may occur in the unincorporated UGA and Joint Planning Area (JPA).

Follow Up: The Board directed Mr. Pederson to look into what options are available under the Interlocal Agreement and put review of the Langley UGA on the 2012 Annual Review Docket.

Subject: 2011 Work Program and Annual Review Docket

Attachments: yes

Proposed Action:

Planning Work Program – 2011

Items in process that need to be finished:

- Freeland Subarea Plan
- Parks Plan with coordination with PW
- 2005 Oak Harbor UGA
- Oak Harbor 2010 Comprehensive Plan update
- PBRs
- GIS support

Any additional hours left can be devoted to the Freeland Development Regulations.

Current Planning Work Program – Zoning code changes and general planning - 2011

Mr. Pederson will go through and refine the projects and distribute the update in advance of the Joint meeting on Monday, January 7, 2011.

Subject: Misc

Attachment: none

Information: Mr. Pederson clarified the process being followed for the Anderson Long Plat and addressed an applicant's building permit issues.

**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, February 2, 2011, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

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Staff Present: Keith Higman, Director, Kerry Graves, Dr. Roger Case, Suzanne Turner, Aaron Henderson

Others Present: Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale

Note: The first Health Department Staff Session of the month is designated for informal discussion of Board of Health matters.

Record Part 2@00:25

Administration

Subject: Contract with Department of Health – Consolidated Contract, C14949(28)

Attachment: yes

Proposed Action: Amendment No. 28 adds \$58,120.00 to the Maternal & Child Health Block Grant and reduces the Tobacco Prevention and Control Program by \$33,835.00.

Follow up: Okay with Board to move forward for BOH & BOCC signature following risk and legal review.

Subject: Legislative updates

Attachment: none

Proposed Action:

House Bill 1015

Requires the form used to exempt a child from school immunizations to include a statement, to be signed by health care practitioner, that information on the benefits and risks of immunization has been provided to the parent or legal guardian. *(The Board was in support of HB 1015)*

House Bill 1370

Creates an association to finance and operate a product stewardship program, with the approval of the State Board of Pharmacy, for the collection and disposal of unwanted drugs from residential sources. Requires producers of drugs subject to the product stewardship program to participate in the program. *(Commissioner Price Johnson and Commissioner Homola were in support of HB1370)*

House Bill 1637

Prohibits the Department of Health and local Boards of Health from requiring periodic maintenance and operation inspections of on-site sewage disposal systems more than once every three years if the system: (1) has a design flow of less than 3,500 gallons per day; and (2) is a gravity flow system, pressure distribution system, mound system, sand filter system, or biofilter system. *(Keith will provide further information at the February BOH meeting.)*

Follow up: Keith will draft a letter of support for HB1015 to present to the BOCC for signature and a resolution in support of HB 1370 will be brought forward at the February 22, 2011 BOH meeting.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 28
FEBRUARY 2, 2011 – WORK SESSIONS**

2011

Island County Commissioners – Work Session
Wednesday, February 2, 2011

Human Resources

Work Session was held between the County Commissioners and Human Resources on Wednesday, February 2, 2011, at 1:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, Sheilah Crider, Bill Oakes

Record Part 2@32:47

Subject: PAA's
Attachment:
Proposed Action:

Auditor

- Administrative Coordinator – New Position - The election manager is retiring at the end of April and it is essential to fill the position now in order to conduct the elections in 2011 and for the person to gain experience prior to 2012 Presidential elections. This position will be restructured to coordinate work flow and supervise the entire public side of the office: Licensing, Recording, Records Management and Elections; and will also perform duties currently assigned to the elections supervisor. – Okay with Board.
- Financial Statement Accountant – Temporary Position - An accountant is needed for a 3 month period in order to complete the county annual financial statements which are due in May. – Okay with Board.

Public Works – DEM

- Emergency Management Manager – Interview Panel selected Jeff Sinchak – Bill Oakes requested approval from the Board to place Mr. Sinchak on a higher step on

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the Non-Represented Pay Scale than the entry level pay rate because of his education, certifications and experience. The Board discussed the need to establish a policy for non-represented pay ranges countywide. The Board authorized Mr. Oakes to offer Mr. Sinchak the base rate of \$19.75/hour. (discussion continued to Budget Director 's session)

**Island County Treasurer
Summary Minutes**

Work Session was held between the County Commissioners and the Treasurer on Wednesday, February 2, 2011, at 1:55 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Present: Ana María d Nuñez, Treasurer

Others Present: Elaine Marlow, Budget Director, John Dean

Record Part 2@54:41

Subject: Property tax/other payments processing: Canon Scanner

Attachment: yes

Proposed Action: Board authorization to move forward with Call for Bids for a Canon scanner. The scanner, with a series of keystrokes will electronically deposit the checks; upload and process the payments in PACS, posting to each account; download the payments made on-line via Official Payments and post same in PACS; create the reports needed to reconcile.

The Budget Director noted that with the Board's approval funding could come out of the current expense contingency fund. She also recommended the Treasurer work with Central Services.

Follow up: Okay with Board to move forward with the formal bid process.

**Sheriff
Summary Minutes**

Work Session was held between the County Commissioners and the Sheriff on Wednesday, February 2, 2011, at 2:05 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Sheriff Mark Brown, Wylie Farr, Under Sheriff Kelly Mauck

Others Present: Elaine Marlow, Budget Director, Rufus Rose, John Dean, Melanie Bacon

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 30
FEBRUARY 2, 2011 – WORK SESSIONS**

Record Part 2@01:07

Subject: MOU with Washington State Traffic Safety Commission

Attachment: yes

Proposed Action: Revised MOU to fund overtime for law enforcement to provide high visibility enforcement emphasis patrols in support of Target Zero. Impaired Driving \$5760.00, Speed Enforcement \$2880.00 for the period of October 1, 2010 through September 30, 2011. This replaces prior contract signed 11/9/10, only the dollar amount has changed. Oak Harbor decided not to do the emphasis patrols, therefore their share of the money has been given to the County to use.

Follow-up: Okay with Board to move forward to Monday's agenda.

Subject: Consolidated Food Management

Attachment: Ltr from Sheriff Brown to Consolidated Food Management, Inc.

Proposed Action: Consolidate the Island County Juvenile Detention Center/Juvenile and Family Services and Island County Sheriff food service contract to ensure a single provider for the County Jail and Juvenile Detention Center.

Follow up: Okay with Board.

Subject: Personnel Action

Attachment: none

Information: Sheriff Brown informed the Board that he has approved a request from Detective Sgt. Mike Beech for a leave of absence for one year to serve in Iraq. Under Sheriff will take on the responsibility of coordinating the detective division during Sgt. Mike Beech's absence.

**Budget Director
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, February 2, 2011, at 2:30 p.m. , in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director

Others Present: Bill Oakes, Debbie Thompson

01:24:56

Subject: Revision to Purchasing Policy

Attachments: none

Proposed Action: Revising the resolution to increase the purchasing authority limits for department heads from \$5,000 (Public Works \$10,000) to \$10,000 (Public Works \$20,000). If a department head chooses to delegate approval or signature authority for any purchase exceeding \$500.00, a written policy must be approved by the BOCC.

Follow-up: Okay with Board.

EXECUTIVE SESSION ANNOUNCED

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 31
FEBRUARY 2, 2011 – WORK SESSIONS**

Chair Homola announced the Board of Island County Commissioners would meet in Executive Session as allowed under RCW 42.30.110(1)(i) to discuss matters of potential litigation, with legal counsel, beginning at 2:30 p.m., in the Commissioner's Hearing Room, County Annex Building, 1 NE 6th Street, Coupeville, Washington. The session was anticipated to last half an hour with no announcement afterwards in open public session.

The work session reconvened at 3:05 p.m.

Record Part 3@00:33

Subject: Emergency Management Manager (cont. from Human Resource work session)

Attachment: none

Proposed Action: Bill Oakes presented the candidate for the Emergency Management position (Jeff Sinchak) with the Board's offer of hiring at the base rate. Mr. Sinchak currently makes \$33.00/hour at FEMA (with no benefits) and counter offered a rate of \$20.75/hour. Mr. Oakes would like to split the difference and offer him a Step 3 at \$20.24/hour.

Follow up: Okay with Commissioner Emerson and Commissioner Price Johnson to offer Mr. Sinchak \$20.24/hour with the understanding that Melanie Bacon will move forward immediately with establishing a policy, moving forward, for non-represented pay ranges.

Subject: NWCAA Grant Agreement

Attachments: yes

Proposed Action: Grant Agreement between the Northwest Clean Air Agency and Island County to conduct a greenhouse gas emissions inventory; Amount: \$25,000.00. Commissioner Price Johnson will follow up with Sustainable Whidbey Coalition on next steps for the audit.

Follow-up: Okay with Board to move forward once through legal and risk review.

Subject: Advertising for Administrative Assistant Position

Attachment: yes

Proposed Action: Debbie Thompson provided the follow costs for advertising the Administrative Assistant position:

- Everett Herald – Print Sunday 2/advertising on-line for 1 week = \$368.00
- Whidbey Examiner – 1 week (Wed) = \$42.50
- WNT/SWR/Navigator Whidbey – 1 week (Wed/Tues/Sat) w/print and on-line = \$277.87
- Stanwood/Camano News = 1 week (Tues) = \$60.80
- Association of Washington Cities (AWC) – Free
- County's web site – Free
- Worksource – Free

Follow up: Advertise on the free sites, WNT/SWR/Navigator Whidbey, Whidbey Examiner and send out to Human Resource Departments in surrounding jurisdictions.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Angie Homola, Chair

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Helen Price Johnson, Member

Kelly Emerson, Member

ATTEST:

Elaine Marlow, Clerk of the Board